

COLORADO AIR POLLUTION CONTROL DIVISION WORKPLAN SPREADSHEET
FY 2002 WORKPLAN ACTIVITIES: Stationary Sources 3.0

		Activities / Output	Due Dates	PPA	Progress
		➤ Compliance plan review - 70 plans reviewed	Ongoing		
		➤ Assist the source in self-certification - 60 assistance visits	Ongoing		
		➤ File reviews - 1000 reviews	Ongoing		
		➤ Self-certification reviews - 900 reviews by state and local agencies	Ongoing		
		➤ Tracking of state and local F.A. work	Ongoing		
		➤ Connie P review and updating	Ongoing		
3.10		Open Burning Permits			
	3.10.1	Process open Burning Permit Applications and Agreements			
		Output:			
		➤ 1100 local permits reviewed	6/30/02		
3.11		Conduct Compliance Inspections for Industrial Sources			
	3.11.1	Field Services Section - Conduct major Source Inspections (T5) and Pollution Prevention Education			
		Output:			

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	Activities / Output	Due Dates	PPA	Progress
	➤ Major Sources inspections - 135 inspections (126 state, 9 local)	See unit leader for state, local inspection schedules		
	➤ Review of reports for state inspections	Due 45 days after inspection		
	➤ Tracking of reports and AIRS updates	Monthly as received		
	➤ Distribute Pollution Prevention information to appropriate sources	Ongoing		
3.11.2	Field Services Section - Conduct Minor Source Inspections and Pollution Prevention Education			
	Output:			
	➤ Minor source inspections - 829 inspections (354 state, 475 local)	See unit leader for inspection schedules		
	➤ AIRS updates	Ongoing		
	➤ Review of reports	Ongoing		
	➤ Tracking of reports	Monthly as submitted		
	➤ Distribute Pollution Prevention information to appropriate sources	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
3.11.3	Field Services Section - Receive Complaints on Industrial Sources			
	Output:			
	➤ Receive complaints - 1155 complaints (155 state, 1000 local)	Ongoing		
	➤ Investigate complaints promptly	As received		
	➤ Enter complaints into database and keep updated	Ongoing		
3.11.4	Field Services Section - Monitor Rocky Flats Compliance			
	Output:			
	➤ Inspect 106 buildings with approximately 250 points	Annually		
	➤ Attend meetings	Ongoing		
	➤ Correspondence	As needed		
	➤ Review permits	As issued		
3.11.5	Field Services Section - Oversee Inspections of Underground Storage Tanks in O3 Nonattainment Area Made by the Oil and Gas Commission Under a Contract from the Division			
	Output:			
	➤ Review and monitor 500 tank inspections done by Oil and Gas	As submitted		
	➤ Assist in audit of Oil and Gas performance	End of contract term		
	➤ Provide inspection list to Oil and Gas	2/28/02		

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	Activities / Output	Due Dates	PPA	Progress
	<ul style="list-style-type: none"> ➤ Attend meetings 	As needed		
3.11.6	Inspection of Targeted Sector Sources			
	Output:			
	<ul style="list-style-type: none"> ➤ Inspection of Sources – 30 Inspections 	Ongoing		
	<ul style="list-style-type: none"> ➤ AIRS Updates 	Ongoing		
	<ul style="list-style-type: none"> ➤ Review of Reports 	Ongoing		
	<ul style="list-style-type: none"> ➤ Tracking of Reports 	As needed		
3.12	Protect the Environment by Minimizing Emissions from CFC Sources			
3.12.1	CFC Equipment Registration			
	Output:			
	<ul style="list-style-type: none"> ➤ Anticipate 3000 equipment registrations 	Ongoing		
3.12.2	Stationary and MVAC Facility Notification			
	Output:			
	<ul style="list-style-type: none"> ➤ Anticipate 4000 registrations 	Ongoing		
3.12.3	State CFC Inspections			
	Output:			
	<ul style="list-style-type: none"> ➤ Conduct 125 CFC inspections (state) 	10 inspections per month		
3.12.4	Local Agency CFC Inspections			

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	Activities / Output	Due Dates	PPA	Progress
	Output: > Conduct 2000 CFC inspections (county)	167 inspections per month		
3.12.5	Reserved			
3.12.6	Conduct CFC Training and Outreach			
	Output: > Attend 2 trade shows	Spring 2002		
	> Provide 1 training session for each county inspector	Ongoing		
3.13	Minimize Emissions from Wood Burning Across the State			
3.13.1	Field Services Section - Receive and Investigate Wood Burning Complaints, Write Letters Regarding Complaints; Review and Process Exemption Letters			
	Output: > Receive 60 complaints (5 state, 55 local)	As needed		
	> Investigate or write letters regarding complaints	As needed		
	Review and process exemption letters - 60 letters	Ongoing		
3.14	Protect Public Health by Minimizing Emissions from Asbestos Abatement Operations			
3.14.1	Process Asbestos Notifications and Variances; Issue Permits and Approval Notices			

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	Activities / Output	Due Dates	PPA	Progress
	Output:			
	➤ Process asbestos abatement notifications (projected: 1500-1800)	Ongoing		
	➤ Process variance requests (projected: 50-150)	Ongoing		
	➤ Issue asbestos permits (projected: 600-700)	Ongoing		
	➤ Issue asbestos approval notices (projected: 600-900)	Ongoing		
	➤ Process courtesy notices (projected: 200-400)	Ongoing		
	➤ Process transfer of ownership (projected: 15-30)	Ongoing		
3.14.2	Conduct Asbestos Inspections and Respond to Complaints			
	Output:			
	➤ 360 state inspections conducted	6/30/02		
	➤ Conduct off-hour inspections, as possible	Ongoing		
	➤ 800 Denver County hours of asbestos activity conducted	12/01		
	➤ 50 El Paso County hours of asbestos activity conducted	12/01		
	➤ 150 Jefferson County hours of asbestos activity conducted	12/01		
	25 Larimer County hours of asbestos activity conducted	12/01		
	➤ 65 Pueblo County hours of asbestos activity conducted	12/01		

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	Activities / Output	Due Dates	PPA	Progress
	➤ 230 Tri-County hours of asbestos activity conducted	12/01		
	➤ 50 Weld County hours of asbestos activity conducted	12/01		
3.14.3	Process Asbestos Certification Applications			
	Output:			
	➤ Process certification applications			
	- workers (projected: 500-650)	Ongoing		
	- supervisors (projected: 250-350)	Ongoing		
	- supervisor/project designers (projected: 24-45)	Ongoing		
	- project designers (projected: 25-50)	Ongoing		
	- inspectors (projected 100-150)	Ongoing		
	- inspector/management planners (projected: 100-200)	Ongoing		
	- GACs (projected: 15-20)	Ongoing		
	Total certificates issued	Ongoing		
3.14.4	Process Asbestos Course Approvals			
	Output:			
	➤ Contingent approvals (projected: 5-10)	6/30/02		
3.14.5	Conduct Asbestos Course Audits			
	Output:			
	➤ Course audits (projected: 26-35)	6/30/02		
	➤ Final audit report (projected: 26-35)			
3.14.6	Process Asbestos Course Instructor Approvals			
	Output:			
	➤ Review applications for course instructors	Ongoing		
	➤ Issue instructor approval certificates	Ongoing		

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	Activities / Output	Due Dates	PPA	Progress
3.14.7	Maintain Asbestos Tracking System (Data entry; programming)			
	Output:			
	➤ Maintain permit and enforcement tracking system	Ongoing		
	➤ Maintain certification tracking system	Ongoing		
	➤ Maintain mailing list tracking system	Ongoing		
	➤ Maintain schools tracking system	Ongoing		
	➤ Make improvements to database programs	Ongoing		
3.14.8	Revise Regulation No. 8			
3.14.9	Asbestos Outreach and Training Activities			
	Output:			
	➤ Conduct asbestos outreach and training activities	Ongoing		
3.15	Protect Public Health by Minimizing Exposure to Asbestos in Schools			
3.15.1	TSCA Grant Administration and Oversight (Grant application; quarterly reports)			
	Output:			
	➤ Grant application	8/01		
	➤ Neutral Administrative Inspection Scheme developed	10/01		
	➤ Quarterly reports	Quarterly		
	➤ Mid and end of year reviews	May, Nov.		

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3.15.2	Conduct TSCA Inspections of Schools Output: > Conduct 48 inspections under Colorado's waiver from EPA	9/01 (see unit leader for inspection schedule)		
3.15.3	Prepare TSCA Inspection Reports Output: > Complete 48 TSCA inspection reports	Ongoing		
3.15.4	Conduct TSCA Enforcement Actions Output: > 12 case developments (NONs) per quarter or as many as necessary	Quarterly		
3.15.5	Conduct Worker Protection Inspections Output: > 1 worker protection inspection per quarter	Quarterly		
3.16	Protect Public Health by Conducting Enforcement Actions Related to All Sources			
3.16.1	Field Services Section - Major Source Enforcement Actions Output: > Warning letters - 7 letters (5 state, 2 local) > Compliance Advisories - 30 advisories (30 State)	As needed As needed		

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	Activities / Output	Due Dates	PPA	Progress
	<ul style="list-style-type: none"> ➤ Notices of Violation - 5 notices (5 state) Note: When violations are discovered, the timing of these actions is controlled by enforcement timelines established by memoranda and agreements with local agencies ➤ Notice of Violation - 5 conferences (5 state) ➤ Compliance Orders – 5 orders ➤ Commission Hearings - 1 hearing ➤ Settlement Agreements - 15 agreements ➤ AG meetings - 2 meetings ➤ AIRS and database entries ➤ Utilize supplemental environmental projects (SEP) where practical in enforcement ➤ Utilize pollution prevention in settlement actions where feasible 	<p>As needed</p> <p>See note</p> <p>See note</p> <p>See note</p> <p>See note</p> <p>As needed</p> <p>At least monthly</p> <p>Ongoing</p> <p>Ongoing</p>		
3.16.2	Field Services Section - Minor Source Enforcement Actions			
	Output:			
	<ul style="list-style-type: none"> ➤ Warning letters - 15 letters (4 state, 11 local) ➤ Compliance Advisories - 40 advisories (20 state, 20 local) ➤ Notices of Violation - 5 notices (5 state) Note: as violations are discovered, time lines are the same as for major sources above 	<p>As needed</p> <p>As needed</p> <p>Ongoing</p>		